



QUEEN LANE LIBRARY GUIDE

Summer 2011



QUEEN LANE LIBRARY – Preclinical sciences plus microbiology, immunology & neuroscience research; core medical texts. C wing. (215) 991-8740 <http://www.library.drexel.edu/healthsciences>

HAHNEMANN LIBRARY – Medicine; nursing; allied health; public health; biochemistry, physiology & pharmacology research. Center City Campus, 245 N. 15th St. (215) 762-7631
<http://www.library.drexel.edu/healthsciences>

HAGERTY LIBRARY – Engineering, business, information science, media arts & design, general science, humanities, social sciences, etc. Special DragonCard proximity chip coding is required to enter Hagerty Library; go to DragonCard Office to arrange this. University City Campus, 33rd & Market Streets. Phone: (215) 895-2755 <http://www.library.drexel.edu>

MACK SCHOOL OF LAW LEGAL RESOURCE CENTER – 3320 Market Street. (215) 571-4772
<http://earlemacklaw.drexel.edu/lrc/>

LIBRARY HOURS – See web page link for each library (above)

REGISTRATION - Students are automatically registered for **all** Drexel University libraries.

RETURN 28-DAY BOOKS at any Drexel library, but **RETURN RESERVES TO SAME LIBRARY**

*** PLEASE **DO NOT RESHELVE** LIBRARY BOOKS AND JOURNALS ***
We count them as we re-shelve them, to measure library use.

QUEEN LANE LIBRARY

You can walk through the library using this text as a "tour guide".

24-HOUR STUDY AREA

Lounge, computers, copiers, and study area are open 24 hours for **QUIET STUDY**.

Loan Desk and stack area close at night. 10 minutes before the Loan Desk closes, **check out library materials you want to use overnight**.

RESERVE COLLECTION AT LOAN DESK

WHAT? -- **Required/recommended textbooks**, exam review books, leisure DVDs, skulls, etc.

WHY? -- **Short loan periods** allow many students to share few copies.

Find Reserve LIST binder on the Loan Desk

- **TITLE LIST** – Is High Yield Neuroanatomy on reserve?
- **SUBJECT LIST** – What's on reserve for Immunology?

LIBRARY CARD: Bring your **Drexel DragonCard**. Scanning the card is fast and avoids errors.

HOW LONG can I keep reserve books?

Daytime -- 3 hours

Overnight after 4PM -- Due 9AM Mon-Fri, 10AM Sat, 1PM Sun

High-demand items may be tagged as "Late Overnight":

-- Check out within **2 hours before Loan Desk closes**, for use overnight.

-- **Place in RETURN BIN BEFORE Loan Desk opens next day**, or **\$9 (minimum) fine**.

FINE FOR LATE RETURN -- \$1 per HOUR OR FRACTION of an hour.

Fines exceeding \$10 block further borrowing (and may block remote library access).

CAN I "HOLD" A RESERVE ITEM FOR PICK UP LATER IN THE DAY?

Yes! Fill out a **Hold Slip** at reserve desk.

Only **SAME DAY** holds are accepted, maximum **two per person per day**.

CAN I RENEW A RESERVE BOOK?

Yes - unless someone else requested the book.

Phone 215 991-8740 -- **BUT no phone renewal to change** from **overnight** to daytime sign-out, or to **change** daytime sign-out to **overnight**.

WHERE DO I RETURN RESERVE BOOKS?

SAME RESERVE DESK where you borrowed them.

If Loan Desk is closed, use **Book Return bin** (inside Library entrance at Queen Lane).

HOW LONG CAN I KEEP LEISURE DVDS?

5 days – no renewals. \$1/day overdue fine. No holds.

QUEEN LANE LIBRARY STAFF

David Wagner, Kelley Cotter -- Loan Desk Staff, (215) 991-8740

Adrienne Jenness – Assoc. Coordinator, x8744 Martha Kirby - Coordinator, x8749

STUDENT WORKERS keep the Loan Desk open evenings and weekends.

If you have work study funds, contact Adrienne at the Loan Desk to apply for a job.

COPY ROOM -- **10 cents/copy** – Use coin machine or **DragonCard**.

Add value to DragonCard at machine on Copy Room wall, to use for **copies** or **printing**.

28-DAY BOOKS - In glass-walled room

Basic science books, plus a core collection on patient care and disease.

Older copies of recommended texts and **exam review books** are here.

2 renewals – Renew in person, by phone, or online (see next page: My Library Record/Renew).

Fine for late return: 25 cents/day.

DICTIONARIES, HANDBOOKS, DIRECTORIES (REFERENCE)

In glass-walled room on low wooden shelves -- Library use only.

Others are **online**: use **Core Health Sciences E-Books** Quick Link (next page); click "**Health Sciences Reference**".

JOURNALS – In glass-walled room

Basic science journals for scientists with laboratories at Queen Lane. **Most paper journals have been cancelled in favor of electronic (online).**

CAN MATERIALS BE SENT TO ME FROM OTHER LIBRARIES?

Yes! See "**Request this Item**" and "**Borrow from Other Libraries**" (next page).

Specify **QUEEN LANE** as your "home" library if you want to pick up books at Queen Lane.

Wait time: Drexel libraries – 1-2 days for articles; 1 week for books.

Non-Drexel libraries – usually 1-2 days for articles; 1-2 weeks for books.

COMPUTERS -- **FireFox, Internet Explorer, Word, Excel, and PowerPoint.** **UpToDate: OPAC 9** only. For more apps, check the **Microcomputer Center**, Ground Floor, below the library.

PRINTING -- **Pay with DragonCard only.** **Add value** at machine in Copy Room.

QUIET PLEASE: Students in the nearby study area can hear you.

CLASS FILE DRAWERS – against wall near computers, for student sharing (DOCOM year 1-2).

DREXEL ELECTRONIC LIBRARY

<http://www.library.drexel.edu/>

Health Sciences Libraries <http://www.library.drexel.edu/healthsciences/> (Favorite!)

Comments on circled items appear below

FIND BOOKS, JOURNALS, DVDs... – The online library catalog lists books, journals (not articles), videos, etc. in **all 4 Drexel Libraries**.

- **Find this book:** *Physiology Cases and Problems*. Is it checked out? **Click title to see all copies.**
- For **non-reserve books** (older copies), the full-page screen has a blue **Request This Item** button. Use this to request delivery from another Drexel library.
- E-books have a **Click for resource** link. **Try it:** *Pulmonary Physiology*, e-book version. Don't forget to Log Out when you finish!
- **Can't find a book?** Click **Borrow from Other Libraries**. **E-ZBorrow** searches >50 academic libraries at once. Alternatively, try **Borrow Books, Articles, and more via ILLiad**

MY LIBRARY RECORD / RENEW BOOKS -- **Login** to see items checked out, due dates, fines, status of requested items, etc. You can **RENEW NON-RESERVE items ONLINE**.

ELECTRONIC JOURNALS

Under **Resources**, click **Electronic Journal Locator**. Search for **JAMA** (Journal of the American Medical Assoc) and open an article.

When searching databases (e.g. PubMed) use **Drexel “Get It” links** to open articles. To see these links, **open the database using library links** that confirm your Drexel affiliation. More information appears below (p. 5: Journals).

If you have e-journal problems, please contact the library so we can trouble-shoot.

CORE HEALTH SCIENCES E-BOOKS (Quick Link)

E-books are in the **online catalog**, but for fast, easy access use the **Quick Link** on the Health Sciences Libraries home page: click **Core Health Sciences E-Books** to find **selected** biomedical titles. In **Biochemistry**, try opening **Harper’s Illustrated Biochemistry**. Log out. Under **Internal Medicine**, open **Harrison’s Online**; click a chapter to open it. Again: Log Out.

HOW CAN I CONNECT FROM HOME?

Use any Internet Service Provider.

HOW DO I OPEN “DREXEL ONLY” LIBRARY RESOURCES?

IN LIBRARY – No username/password needed.

OUTSIDE LIBRARY – Identify yourself as Drexel student/staff. There are 2 options:

- Go to a **library web page** - If you **click a “restricted” link**, you will be asked to type your **Drexel email username/password**.
- Log in to **DrexelOne**; on Drexel tab, click a **Library** link. Note: DrexelOne may **time out** during a long session.

TOO MANY SIMULTANEOUS LOGINS? – At MDConsult, OVID, Web of Science, etc., access may be blocked temporarily if all licensed logins are in use. Try again in 10 minutes. **Don’t leave assignments to the last minute, since all logins may be in use.**

QUEEN LANE STUDY AREA

Study Rooms – No reservations. Access is governed by policy posted on the door.

Personal Belongings – May be transferred to Security Desk if left in library.

Laptop plug-in – Use carrels or table next to wall outlet. No cords in aisles (safety hazard).

Cell phones – no conversations permitted in the library.

STRATEGIES FOR FINDING INFORMATION

KEY QUESTION: IS THE INFORMATION LIKELY TO HAVE CHANGED RECENTLY?

NO? -- **BOOKS** are fine for information dating back 2 years or more.

YES? -- **JOURNALS** offer recent diagnosis and treatment research. Use **MEDLINE, PubMed**, etc. to locate citations and abstracts; then locate the print or electronic journal to read the full article.

-- **INTERNET** sites have news on latest breakthroughs, current statistics, etc.

DON’T KNOW? -- Start with books to get background information

JOURNAL ARTICLES

Use **database Quick Links** on Health Sciences Libraries page. Drexel **“Get It”** links appear only when you use a library page link. Reference librarians can help with search strategy!

Advanced MEDLINE/PubMed Tutorials are available at:

<http://www.library.drexel.edu/files/tutorials/documents/mspubmedtut.pdf> (PubMed)

<http://www.library.drexel.edu/files/tutorials/documents/MSOvidMED.pdf> (Ovid MEDLINE)

More databases? Click **Databases** (below “Resources”) on Health Sciences library page.

Need articles not available at Drexel? Use **Borrow From Other Libraries** link on library page.

Register as an ILLiad user. Choose Queen Lane as your “home” library if you are based here.

WHEN IN DOUBT, ASK A LIBRARIAN!